

Horndean Parish Council

NOTICE OF MEETING

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE WILL BE HELD ON MONDAY 16 MAY 2022 AT 7.30pm in JUBILEE HALL.

Members of the Committee Cllr D Alexander (Chairman), Cllr Mrs L Evans, Cllr A Forbes (Vice Chairman), Cllr J Lay, Cllr B Raymond, Cllr D Prosser, Cllr P Little are summoned to attend.

Carla Baverstock-Jones GCILEx, PSLCC, MCMI
Chief Officer

10 May 2022

AGENDA

1. To receive apologies for absence.
2. **Declaration of interest: Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.**
3. **To open the meeting to members of the public to enable them to address questions to Parish Councillors. The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. A question asked by a member of public during public participation session at a meeting shall not require a response or debate.**
4. To approve the Minutes of the Finance and General Purposes Committee meeting held on the 07 February 2022.
5. To receive and consider the final 2021/2022 Management Accounts.
6. To consider funding in respect of the purchase of CCTV monitors, and the IT upgrade provisionally agreed by Council.
7. To receive a report and review the current Earmarked and General Reserves.
8. To receive and consider the application in respect of the following grants:
 - Holy Trinity Blendworth Church - £1,000
 - Citizens Advice East Hampshire - £1,000
 - Victim Support - £200



HORNDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

**MINUTES OF THE FINANCE AND GENERAL PURPOSES
COMMITTEE MEETING HELD AT JUBILEE HALL ON
7TH FEBRUARY 2022 AT 7:00 PM**

PRESENT: Councillors D Alexander (Chairman), Mrs L Evans, A Forbes (Vice Chairman), J Lay, P Little, D Prosser, B Raymond.

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer (Minute Taker); Simon Ritson, Responsible Financial Officer.

**PUBLIC
ATTENDANCE:** There were no members of the public present.

F&GP 033/21//22 TO RECEIVE APOLOGIES FOR ABSENCE

No apologies of absence received - All Members in attendance.

F&GP 034/21/22 TO RECEIVE ANY DECLARATIONS OF INTEREST

No declarations of interest were received.

F&GP 035/21/22 TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC

There were no members of the public present.

**F&GP 036/21/22 TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL
PURPOSES COMMITTEE MEETING HELD ON THE 6TH
DECEMBER 2021**

It was **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting held on the 06 November 2021, are duly signed as a true record of the meeting.

All agreed.

**F&GP 037/21/22 TO RECEIVE AND CONSIDER THE QUARTERLY MANAGEMENT
ACCOUNTS FOR THE PERIOD ENDING 31 DECEMBER 2021**

A report was circulated by the RFO. A discussion took place highlighting the key points insofar as there is currently a £60k favourable variant, contributory factors – over achieving against hall income and staff vacancies within the countryside team. Forecast is for the £60k to rise slightly by the end of the year to £65k. The hall income was lower in December due to the closure for Christmas and redecorating.

It was **RESOLVED** to recommend to Council for a Repairs, Maintenance and Improvements line to be added to accommodate costs pertaining to the Jubilee building project, as opposed to these being recorded within Professional Fees.

F&GP 038/21/22

**TO RECEIVE AND CONSIDER THE APPLICATION IN RESPECT
OF THE FOLLOWING GRANT:**

- **HORNDEN FOOTBALL CLUB - £645**

It was **RESOLVED** to recommend to Council that the grant application of £645 for Horndean Football Club be agreed, subject to receipt of the formal quotation for the works to be undertaken.

Meeting closed at 19:27pm

.....
Chairman

.....
Dated



HORNDEAN PARISH COUNCIL

FINANCE & GP MEETING : 16th May 2022

SUBJECT OF REPORT: Year End Management Accounts 2021-22

Income & Expenditure (4-page spreadsheet attached)

The Year End has been closed and the detailed accounts are attached.

The Summary income and expenditure can be seen below.

Overall, the Council ended the financial year with a favourable variance against budget of £71.0k, after adjusting for movements to/from Earmarked Reserves.

Accounts to 31/03/22	YEAR TO DATE INCOME			Notes	YEAR TO DATE EXPENDITURE			Notes
	ACT	BGT	VAR		ACT	BGT	VAR	
Central Costs	388,713	385,429	-3,284		181,008	191,266	10,258	New staff configuration
Grants	0	0	0		2,845	5,000	2,155	
Napier Hall	19,718	8,760	-10,958	Hall Income returning	21,363	20,073	-1,290	
Jubilee Hall	18,973	8,370	-10,603	Hall Income returning	27,183	20,388	-6,795	
Jubilee Hall - Admin	0	0	0		36,215	38,477	2,262	Rates bill lower than expected
Countryside Sites	18,667	11,729	-6,938	SDNP Grant, Private Donation	5,523	1,000	-4,523	
Amenity Sites	2,013	2,100	87		5,533	8,737	3,204	
Open Spaces	0	0	0		140,679	174,707	34,028	Staff Vacancies since Apr 1 (£37.3k)
GRAND TOTAL	448,084	416,388	-31,696		420,349	459,648	39,299	

Income:

- i) Central Costs: £3.3k (Favourable) mainly due to Councillor Grants received for the replacement of the shed at Napier Hall and for the SID.
- ii) Napier & Jubilee Hall: £21.6k (Favourable) due to hall income returning to an annual average of 68% of pre COVID levels against a target set at 30%.
- iii) Countryside Sites: £6.9k (Favourable) due to grants from South Downs National Park for Tree Planting at St. Giles and tools plus a private donation towards new signage at Catherington Down.

Expenditure:

- iv) Central Costs: £10.3k (Favourable) mainly due to Salaries (£12.8k), a cost saving re-configuration following the departure of the previous office manager partially offset by overspends on IT, Professional Fees and Insurance.
- v) Grants: £2.2k (Favourable). The £5,000 pot was not fully spent.
- vi) Napier Hall: £1.3k (Unfavourable). This is mainly due to an underspend on Utilities caused by previously over-estimated bills offset by an overspend on the Caretaker costs as hall activity increased again.
- vii) Jubilee Hall: £6.8k (Unfavourable): This is mainly due the redundancy payment made to the caretaker and the cost of the new curtains.
- viii) Jubilee Admin: £2.3k (Favourable) mainly due to a rates bill that was below the budget.
- ix) Countryside Sites: £4.5k (Unfavourable) due to the installation of hand rail at Downs Park and Signage at Catherington Down.
- x) Open Spaces: £34.0k (Favourable) mainly Salaries (£37.3 favourable) due to staff vacancies and sickness throughout the year. Additionally The New Blendworth Centre

have yet to return to litter picking duties contributing a further £2.2k favourable variance. This was partially offset by increased expenditure on Tree Maintenance for work that had been contracted out due to staff shortages.

Balance Sheet

As can be seen in the table below, General Reserves stood at £154.0k, with a further £168.9k in Earmarked Reserves (EMR).

Horndean Parish Council Balance Sheet to the end of March 2022		Horndean Parish Council Reserves		MAR	Notes
Current Assets	£££	Represented By :-			
Debtors - Sales Ledger	4,446	Total General Funds		153,965	
Debtors - VAT Control A/C	10,253	IT Equipment EMR		2,500	
Co-op No. 1 Account	36,081	Vehicle Replacement EMR		4,495	
Cambridge & Counties Account	240,929	Jubilee Hall Improvements EMR		10,000	
Lloyds Bank Current Account	39,661	Napier Hall Improvements EMR		1,000	
Total Current Assets	331,370	The Granary Maintenance EMR		2,000	
Current Liabilities		Lith Avenue/Lane EMR		3,000	
Creditors	0	Jubilee Hall Project EMR		79,905	Balance to be reclassified and EMR closed
Accruals	8,446	New Playground Fund EMR		7,000	
Hall Income Deposits	100	Grounds Equipment EMR		2,500	
Receipts in Advance	0	Legal Costs EMR		4,000	
Total Current Liabilities	8,546	Election EMR		2,000	
Total Assets Less Current Liabilities	322,824	Fencing EMR		4,000	
		Tree Maintenance EMR		4,000	
		LychGate Repairs EMR		1,500	
		South Downs National Park EMR		69	
		Community Infrastructure Levy EMR		38,990	Must be spent on CIL projects
		Land East of Horndean EMR		1,900	
		Total Earmarked Reserves		168,859	
		Total Equity		322,824	

Report Prepared by Simon Ritson, Responsible Finance Officer, 9th May 2022

INCOME AND EXPENDITURE TO MARCH 2022												Notes
Central Costs												
			Current Month (MAR)			Year to Date (APR-MAR)			Annual Budget	To/From EMRs		
			Actual	Budget	Variance	Actual	Budget	Variance				
1000	201	Precept	0	0	0	380,265	380,265	0	380,265			
1038	201	Councillor Grants	1,649	0	-1,649	2,908	0	-2,908	0			
1049	201	CIL Neighbourhood Grant	0	0	0	11,773	0	-11,773	0	11,773	Napier Hall Shed Grants, SID Grants	
1060	201	Information Officer	0	0	0	3,404	3,404	0	3,404			
1080	201	Cabling Income	0	0	0	8	0	-8	0			
1090	201	Interest Received	153	130	-23	2,058	1,560	-498	1,560			
1100	201	Recycling Income	0	200	200	0	200	200	200			
1110	201	Miscellaneous Income	0	0	0	70	0	-70	0			
		TOTAL INCOME	1,802	330	-1,472	400,486	385,429	-15,057	385,429	11,773		
2000	201	Admin Salaries	11,847	13,272	1,425	146,460	159,242	12,782	159,242		Re-configuration of admin team mid year	
2050	201	Staff Travel & Expenses	54	50	-4	519	600	81	600			
2060	201	Staff Training	344	100	-244	872	1,200	328	1,200			
2070	201	Medical / Health & Safety Exp.	223	50	-173	910	600	-310	600			
2920	201	Recruitment	249	375	126	872	1,000	128	1,000			
3052	201	Janitorial Supplies	185	87	-98	1,254	1,000	-254	1,000			
4011	201	IT Support	60	80	20	3,515	2,360	-1,155	2,360			
4022	201	Postage	0	25	25	9	300	291	300			
4024	201	Printing	162	156	-6	1,132	1,916	784	1,916			
4026	201	Stationery	198	100	-98	1,061	1,200	139	1,200			
4029	201	Subscriptions	816	932	116	4,636	4,800	164	4,800			
4030	201	Audit	1,460	1,550	90	1,920	2,000	80	2,000			
4035	201	Professional Fees	1,590	121	-1,469	3,391	1,430	-1,961	1,430			
4040	201	Insurance	0	0	0	8,378	7,160	-1,218	7,160			
4062	201	Public Events	115	20	-95	5,474	5,220	-254	5,220			
4072	201	Members Expenses & Training	-30	38	68	-30	500	530	500			
4078	201	Office Equipment	0	55	55	508	660	152	660			
4079	201	Debit Card Fees	10	0	-10	50	0	-50	0			
4080	201	Bank Fees	7	12	5	77	78	1	78			
		TOTAL EXPENDITURE	17,290	17,023	-267	181,008	191,266	10,258	191,266	0		
S137 Grants												
5010	222	Sundry Grants (Internal Grant)	645	2,800	2,155	2,845	5,000	2,155	5,000			
		TOTAL EXPENDITURE	645	2,800	2,155	2,845	5,000	2,155	5,000			

COUNCIL AGENDA

Date: 25 April 2022

AGENDA ITEM: 12

SUBJECT OF REPORT:

TO RECEIVE A REPORT AND CONSIDER THE QUOTATION IN RESPECT OF AN UPGRADE TO THE ICT SYSTEM

A quotation has been received from our current ICT Provider, for the replacement of the current server hardware and Operating System at Horndean Parish Council office (please see quotation attached).

- The current server hardware is 6/7 years of age and out of warranty.
- The current Virtual Machine (VM) software is running version Windows Server 2012 R2 (Windows 8.1).
- The current Operating System on both the physical and VM server is out of date and ideally needs to be updated to Windows 2019 minimum.
- Back-ups are done daily, by changing the back-up disc in the office, which is taken off-site each evening. Our ICT Provider also takes a copy of a full back-up when doing their monthly visit.
- If the current server was to fail, our ICT Provider would have to rebuild the Server Operating System from scratch.
- With the spec on the new hardware, there would be scope to add services and future proof the ICT provision.

The total cost for the upgrade to the ICT System is £5,642.99 + VAT

RECOMMENDATION

Council may wish to consider proceeding with the ICT System upgrade, to ensure the Server Hardware and Operating System is up to date and in-warranty in order to future proof the ICT Provision.

Report prepared by: Sarah Guy, Office Manager

HORNDEAN PARISH COUNCIL


FINANCE & GENERAL PURPOSES MEETING : 16 May 2022

SUBJECT OF REPORT: Reserves Re-alignment

Background

As part of the budget setting process completed in December 2021, a forecast was made for the level of reserves at the start of the next financial year.

It is now time to review this.

 Horndean Parish Council	RESERVES					Notes
RESERVES		A	B	C	D	
		Q4 FCAST Bgt 22-23	Q4 ACT Mar-22	F&GP 22-23	Other Adj.	Restated Apr-22
Code						
310	GENERAL FUNDS	143,738	153,965	-7,005	-5,000	141,960
		143,738	153,965	-7,005	-5,000	141,960
	EARMARKED FUNDS					
325	IT Equipment EMR	2,500	2,500			2,500
326	Vehicle Replacement EMR	4,495	4,495	5,505		10,000
328	Jubilee Hall Improvements EMR	10,000	10,000			10,000
329	Napier Hall Improvements EMR	1,000	1,000	1,000		2,000
334	The Granary Maintenance EMR	2,000	2,000			2,000
338	Lith Avenue/Lane EMR	3,000	3,000			3,000
340	Jubilee Hall Project EMR	85,834	79,905		-79,905	0
341	New Playground Fund EMR	7,000	7,000			7,000
342	Grounds Equipment EMR	2,500	2,500			2,500
343	Legal Costs EMR	4,000	4,000			4,000
344	Election EMR	2,000	2,000			2,000
346	Fencing EMR	4,000	4,000			4,000
347	Tree Maintenance EMR	4,000	4,000			4,000
348	LychGate Repairs EMR	1,500	1,500	500		2,000
349	South Downs National Park EMR	0	69			69
350	Community Infrastructure Levy EMR	33,472	38,990			38,990
351	Land East of Horndean EMR	1,900	1,900			1,900
353	Five Heads Rec Playground EMR				5,000	5,000
354	Future Development Facilities EMR				79,905	79,905
	TOTAL OF EARMARKED FUNDS	169,201	168,859	7,005	5,000	180,864

DESCRIPTION OF FUNDS	
325	IT Equipment EMR
326	Vehicle Replacement EMR
328	Jubilee Hall Improvements EMR
329	Napier Hall Improvements EMR
334	The Granary Maintenance EMR
338	Lith Avenue/Lane EMR
340	Jubilee Hall Project EMR
341	New Playground Fund EMR
342	Grounds Equipment EMR
343	Legal Costs EMR
344	Election EMR
346	Fencing EMR
347	Tree Maintenance EMR
348	LychGate Repairs EMR
350	Community Infrastructure Levy EMR
351	Land East of Horndean EMR
353	Five Heads Rec Playground EMR
354	Future Development Facilities EMR

Reserve for future IT upgrades
Assumed Lifecycle 5 years. Funding being re-built.
Reserve for future maintenance on Jubilee Hall and unexpected costs associated with the move to Jubilee Hall
Reserve for future maintenance on Napier Hall
Reserve for future maintenance on the Granary
Reserve for future maintenance on the Lith Re-surfacing
Reserve closed - previously for the building works of the extension to Jubilee Hall
Reserve for maintenance/upgrades to existing Play area Equipment
Reserve for purchase of large pieces of equipment
Reserve for major legal and professional expenses
Funds for Parish Elections
Reserve for major fencing works
Reserve for major tree works
Funds to be increased year on year to prepare for any major project
Funds Received stored here until projects to spend monies identified
Reserve for costs associated with Land East of Horndean
Reserve for upgrade of Play facilities at Five Heads Recreation Ground
Reserve for costs associated with future developments

Review

Column A was the forecast made for 31 March 2022 during the setting of the budget.

Column B is the actual outturn as at 31 March 2022.

Columns C and D were the adjustments made to Reserves as part of the budget setting process.

Decisions to be undertaken

To ratify the adjustments in Column C and Column D

At the Council meeting held on 25th April a decision was taken to approve expenditure on CCTV equipment to be installed at Jubilee Hall. This could be funded from the Jubilee Hall Improvements EMR that stands at £10,000.

At the Council meeting held on 25th April a quotation was presented for an upgrade to the IT System. The quotation, which is being queried, was for £5,643 (+VAT). There is £2,500 in an IT Equipment, so this would need to be topped up from either a) General Reserves or b) an Earmarked Reserve